

SUBJECT: Clarification of changes in grade requested for Office of Assistant Director

1. The change in title of the Assistant Executive Officer to Executive, and change in grade from CAF-9 to CAF-11, is recommended in order to reflect accurately the increased level of responsibility which it is proposed to add to this position. At present the Assistant Executive Officer's job description includes personnel, administration and security functions. Since the flow of work in the Headquarters makes it necessary that the Assistant Executive Officer understudy the Deputy Assistant Director in operating problems, his actual duties will include many executive functions and responsibilities not shown in the present job description. It is believed that grade CAF-11 will be appropriate in view of these increased responsibilities.

2. The increased clerical work load in Headquarters, OCD, requires a corresponding increase in the duties and responsibilities assigned to the position currently designated as CAF-3 clerk-typist. (The present incumbent is actually a CAF-4). For this reason, it is desirable to convert the position to CAF-4 clerk.

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